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AUTHORITY TABLE

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REVISION INDEX

Revision Number	Date	Revised or Reviewed by (Position Title)	Revisions Approved by (Position Title)	Reasons & Details of Changes	Next Review Date
1.0	5 June 2013	Senior Environmental Advisor	Senior Environmental Advisor	New document	
2.0	4 July 2014	Senior Environmental Advisor	Senior Environmental Advisor	Minor Edits & addition of Chemicals of Security Concern	
3.0	3 July 2015	Environmental Coordinator - Compliance	Environment & Sustainability Manager	Minor edits, replacement of AES with Master Plan	
4.0	14 July 2017	Environment & Sustainability Manager	Environment & Sustainability Manager	Minor edits	
5.0	6 March 2018	Environment & Sustainability Coordinator	Environment & Sustainability Manager	Format and minor edits in keeping with EMS	Mar 2019
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Disclaimer

The Organisation acknowledges that this document is general information only and does not constitute specific advice regarding the Organisation's legal obligations, including under any contract between PAPL and the Organisation or arising under the Airports Act 1996 (Cth) and the Airports (Environment Protection) Regulations 1997 (Cth). The Organisation must make its own independent assessment of its legal obligations and will rely solely on its own investigations and analysis.

Subject to any law to the contrary, and to the maximum extent permitted by law, PAPL disclaims all liability for any loss suffered by any person using or acting on this document or any other environmental information supplied by PAPL, whether the loss arises in relation to, in connection with or as a result of any negligence, default or lack of care on the part of PAPL, or from any misrepresentation or any other cause.

1 Purpose and Scope

The purpose of these Annual Environmental Airport (AER) Guidelines is to provide Tenants, Sub-Lessees, Contractors and Sub-contractors (the Organisation) operating within the Perth Airport Estate with a guide as to what information must be submitted to Perth Airport Pty Ltd (PAPL) as part of their AER.

The submission of the Organisation's AER is a requirement under the Environment Strategy contained within the Perth Airport Master Plan 2014, as required under the *Airports (Environment Protection) Regulations 1997* (AEPR), and a condition of the Organisation's Environmental Management Plan (EMP).

The requirement to submit an AER is also included within the sub-lease document between PAPL and the Organisation occupying the premises.

2 Definitions and Acronyms

For the purposes of this document, the following verbal forms are used:

“Shall” or “Must” indicates a requirement. “Should” indicates a recommendation, “May” indicates a permission and “Can” indicates a possibility or a capability. The document also refers to the following acronyms and definitions:

Table 1 - Acronyms

Acronym	Description
AEO	Airport Environmental Officer
AER	Annual Environment Report
AEPR	Airport (Environmental Protection) Regulations 1997 (Cth)
CTH	Commonwealth
DIRDC	Department of Infrastructure, Regional Development and Cities
EMP	Environmental Management Plan
PAPL	Perth Airport Pty Ltd
Regulations	Airports (Environment Protection) Regulations 1997 (Cth)

3 Policy Statement

In accordance with the AEPR, PAPL is required to submit its own AER to the Department of Infrastructure, Regional Development and Cities (DIRDC), including information on the environmental impacts on the Estate. To assist PAPL accurately meet these obligations, the AEPR requires each Organisation that has an EMP in place, to submit an AER to PAPL within 30 days of the end of the financial year. The information provided to PAPL by the Organisation is then collated and reported in the abovementioned PAPL AER.

PAPL understands that each Organisation will operate a different environmental monitoring and reporting framework, reflecting varying operations and projects. This document has been developed to be general in nature and to assist with formulation of the Organisation's AER and assist the Organisation to understand what information shall be provided.

The Organisation should be aware that PAPL's AER may be circulated to a range of industry, Government and community stakeholders. The submission of the Organisation's AER to PAPL is therefore an opportunity for the Organisation to showcase environmental and sustainability related improvements implemented during the reporting period. It also creates an opportunity for PAPL to obtain information that may have been updated during the reporting period but not necessarily reported to PAPL during this time.

This by no means alleviates the requirement of immediately reporting to PAPL any operational process changes and significant incidents, nor removes the requirement for consent applications being submitted prior to facility modifications or construction.

The Organisation should also note that PAPL will comply with any requests for information to remain confidential, but that DIRDC via the Airport Environmental Officer (AEO) may request copies of any records pertaining to the environmental management of the airport.

4 Responsibilities

PAPL shall issue a letter to the Organisation requesting the submission of the AER prior to the close of the financial year.

It is the Organisation's responsibility to ensure its AER and supporting information is supplied to PAPL within 30 days of the end of the financial year. If the AER is not submitted prior to this deadline, the Organisation is in breach of the Regulations and the AEO can pursue the report under written direction. Penalties apply for non-compliance to the AEO directive.

At a minimum, the information listed in the checklist described in Attachment 1 shall be reported as part of the Organisation's AER submission. Not all aspects will be applicable to all organisations, in which case please provide commentary to this effect in Attachment 1.

The AER may be submitted in letter or report format. A letter must have the Organisation's letterhead and be submitted by the appropriate environmental or managerial personnel on

behalf of the Organisation. It is the Organisation's responsibility to complete and fill in Attachment 1 and submit a copy of this to PAPL, along with all the required supporting information in the AER submission.

5 Chemicals of Security Concern

To help minimise the risk of commonly available chemicals being used for terrorist purposes, the Australian Government, together with State and Territory governments and the chemicals industry, have developed a national Code of Practice for Chemicals of Security Concern.

The Code promotes effective chemical security management of 15 High-Risk chemicals that can be used to make homemade bombs by providing useful information to help businesses assess and address their security risks. The Code includes the steps that can be taken to ensure that chemicals are not stolen or diverted for terrorist purposes. There are 96 Chemicals of Potential Security Concern on the list and 15 of those are listed as High-Risk substances.

Organisations submitting an AER should visit www.chemicalsecurity.gov.au and must report to PAPL in the AER if any of the listed chemicals are stored or used at the Organisation's Perth Airport facility.

6 Sustainability

As part of Perth Airport's commitment to sustainability, it is keen to support tenants, contractors and subcontractors in their sustainability journey.

Accordingly, Perth Airport would like to identify, and where practicable highlight, sustainability initiatives being implemented on the Perth Airport Estate, and seeks this data through the AER process. Organisations submitting an AER are encouraged to describe activities that demonstrate a commitment to reducing emissions, improving waste management practices, increasing water or energy efficiency or other similar activities.

Provision of sustainability information is currently voluntary, but will assist Perth Airport to identify opportunities for collaboration, partnership and recognition and for improving sustainability outcomes across the Estate.

7 Related Documents

This AER Guideline should be read in conjunction with the following documents:

- [Perth Airport Master Plan 2014](#)
- [Airports Act 1997 \(Cth\)](#)
- [Airports \(Environment Protection\) Regulations 1997 \(Cth\)](#)

- Perth Airport Environmental Management Plan Guidelines
- Perth Airports AER Tenant Request Letter (as sent from time to time)
- Perth Airport Environmental Performance Audit – Report (where relevant)

8 Perth Airport Environment Contact

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ATTACHMENT 1 - Information Provision Checklist

Information Required	Checklist		Comments
	Yes	No	
Provision of current contact details for the facility site environmental or management representative.			
List and description of environmental incidents for the reporting period. <i>Note – significant environmental incidents must be reported to PAPL within 24 hours of occurrence. This section is an additional record of any such incidents.</i>			
List and description of environmental complaints for the reporting period.			
Status of EMP commitments.			
Perth Airport environmental audit actions and status.			
Results of environmental monitoring activities including sample results from groundwater monitoring bores, surface water, air quality, noise monitoring, waste, power and water and any other monitoring.			
Environmental reports supplied to external agencies (e.g. NPI & NGRS).			
Details on environmental initiatives or issues for the facility.			
Sustainability - Description of emissions reductions, or water, waste or energy efficiency initiatives or projects implemented during the year.			
License(s) and results of trade waste discharge monitoring to sewer and/or oil-water separator monitoring results.			
Monitoring of the integrity of any fuel storage tanks.			
Copy of the site MSDS register and any Dangerous Goods License(s).			
Reporting of Chemicals of Security Concern.			

Please ensure that all supporting information associated with the information listed above is provided to PAPL along with this checklist.

Name: _____ Company: _____

Position: _____ Signed: _____